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DEPARTMENT OF THE ARMY
YOUR ORGANIZATION HEADING

REPLY TO
ATTENTION OF:

EXXX-D

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Deployable Sexual Assault Response Coordinator (DSARC)
Collateral/Additional Duty Appointment Order/Delegation Letter

1. Effective the graduation date from DSARC Certification Training Course, completion of the UVA Certification Course and a successful background check, the following individual is appointed as a Deployable Sexual Assault Response Coordinator (DSARC).

RANK/GRADE:

NAME: (FIRST, MI, & LAST)

SSN:

UNIT: (CO/BTRY of BN of BDE/MSG NAME)

AREA: (I, II, III, or IV)

CAMP or LOCATION:

DUTY PHONE:

CELL PHONE:

E-MAIL ADDRESS:

UVA COURSE DATE:

DSARC COURSE DATE:

2. Authority:

a. JTF-SAP-008

b. AR 600-20, Chapter 8

c. USFK 600-20

3. Purpose: To serve as the Deployable Sexual Assault Response Coordinator (DSARC) in both the garrison and deployed SAPR Programs. To serve as a resource and subject matter expert for commanders and leaders in Sexual Assault prevention and training.

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4. Period: Until officially relieved or released from appointment.

5. Special Instructions:

a. Garrison:

1. Serve as the Advisor, Subject Matter Expert (SME) and resource for the BDE or Higher Level Commander. Execute overall management of sexual assault awareness, prevention, and training for the BDE or Higher Level Command. Execute the management, tracking and reporting of UVA Status and training for units within the BDE or Higher Level MSC and provide to the Eighth Army SAPRP Executive Agent Office (EO Office).

2. Serve as the primary point of contact for the Eighth Army SAPR Program Executive Agent and a liaison for the Area SARC.

3. Assist the Brigade or Higher Level MSC Commander and Subordinate Commanders, and Units in the prevention of sexual assault. Serve as a SME and resource to assist with the Semi-Annual Unit Level training, Holiday and Safety Briefings, Prevention Planning and Pre and Re-Deployment Plans and Briefings.

b. Deployed:

1. Serve and take on all the responsibilities of a SARC during the deployment. The DSARC is overall responsible for victim advocacy during the deployment. All case files will be turned over to each respective Area SARC upon return to garrison.

2. Same as Garrison responsibilities 1, 2, and 3.

c. Appointee must meet the suspense for all required reports.

6. Information contained in this memorandum is subject to the Privacy Act of 1974, and will not be disclosed without the consent of the individual.

DISTRIBUTION

EUSA SAPRP Executive Agent

IMA-KORO SAPRP Trainer

Area Sexual Assault Response Coordinator (SARC)

Deployable SARC (DSARC), File

Battalion and Company/Battery, CDR File

Appointed UVA File

JANE D. DOE
COL, AD
Commanding